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1956

PERMANENT Headquarters Instruction Sheet No. 1

CIA Regulatory System

To All Distributees of Any Headquarters Issuance

1. Purpose of this Sheet. This Instruction Sheet is issued to disseminate general information and instructions on physical arrangements and mechanics of the Agency regulatory system. It is addressed to all distributees of any Headquarters issuance:

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2. Historical Background. The current regulatory system of the Agency was established by the approval and issuance, in October 1953, of [] "Regulatory Issuances: Agency Regulatory System", which replaced an earlier regulation of the same number and is still in force today. A prime objective of [] was to establish a single and comprehensive system of Agency-wide issuances, utilizing and relating (but not always duplicating) [] versions of only three issuances: regulations, notices and handbooks. This system was to replace the several series and types of regulations, orders, instructions, directives, etc., which had been used theretofore. (Many of these older types of issuances have now been replaced and integrated into the [] system and it is anticipated that all will be.) Under the current system all issuances are prepared under the general responsibility of the Regulations Control Staff, as provided by [] and are approved by the DCI or, in the case of [] issuances, the DD/S []

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This structure is believed a generally sound and workable one, but experience has indicated areas for significant improvement. Three improvements particularly needed are: (a) to improve the physical arrangement and organization of regulatory material to permit their accurate and current maintenance and to facilitate rapid and reliable research; (b) to modify the machinery by which issuances are produced, so as to provide for their rapid preparation, approval and publication; and (c) to simplify and otherwise improve the quality of new issuances. The first step is preliminary to the other two, and the Instruction Sheet device is directed primarily to it, but the device should also facilitate action directed to the other two improvements. The regulatory system, however, is complex, involves to some extent all personnel and interests of the Agency, and includes today a considerable quantity of issuances. Perhaps

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most important, it is a growing and changing process and must be so arranged that a new policy can be reflected in new instructions promptly. On the other hand, complete systems cannot be scrapped at will, nor is it possible to re-write and agree all poorly written or obsolete regulations instantly. What this Instruction Sheet does, therefore, is to establish a cut-off point designed to effect improvement (a) in future issuances; it alone does not effect all needed improvements.

3. Physical Arrangement of Regulatory Volumes. In order to maintain issuances in a uniform manner throughout the Agency, thereby permitting familiarity with available sets as personnel are reassigned, issuances will be maintained in volumes as follows:

a. Headquarters regulations and notices (except those having an early expiration date (see paragraph 6)), in as many green volumes as may be needed; two are sufficient currently. Notices will be filed immediately following the regulations of the same series number.

c. Since the usefulness of the different handbooks will vary considerably with different components, they may be maintained as the component desires, but separately from the regulations and notices volumes.

4. PERMANENT Instruction Sheets.

a. Key to System

(1) The key to an understanding of the physical arrangement of the issuances and to the maintenance of current and accurate sets is the PERMANENT Instruction Sheets, of which this is the first. They should be filed, for permanent retention, at the very beginning of Volume One of regulations and notices, and followed by the index. Each will be numbered and dated. Many will announce the distribution of new issuances, or amendments of ~~any~~ issuances, and will contain filing instructions for the new material, as well as other general information concerning it (see paragraph 5). Since each page of each regulatory issuance will also be numbered, dated and designated individually, the Instruction Sheets will enable the user to check all rescissions and amendments, subsequent to the date of this Sheet, and thereby assure himself of the currency of his set. The way this works is as follows. In a hypothetical case, a user in, say, August 1957, is reading [] which in his set of regulations is

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dated May 1, 1956, and he wants to know whether this version has been rescinded or amended. He notes that at the bottom of pages 1,2,5,6, and 7 the date "May 1, 1956," appears. At the bottoms of pages 3 and 4 he sees "CHANGE 1, December 12, 1956". He also notes that no pen and ink changes have been made on any page of [redacted]. He then turns to the PERMANENT Instruction Sheets in the front of his volume beginning with the Sheet dated May 1 and will look through each subsequent sheet down through the newest sheet. If he finds no mention of [redacted] except at the sheet of December 12, he will know that his version of [redacted] is current as of the date of the most recently issued Instruction Sheet. If he finds a rescission or amendment of [redacted] mentioned in any sheet subsequent to December 12, 1956, he will know his set has not been filed properly to reflect that action and he will have to obtain the copies or make the changes indicated by that Instruction Sheet.

(2) It is anticipated that other Instruction Sheets will be more in the nature of this one, that is, they will contain information or instructions of a general nature concerning the overall system or some aspect of it.

b. Authority

This Sheet is issued over the signature of the DD/S and the corresponding sheet [redacted] signature of the DD/S. Subsequent sheets, including any to modify the instructions contained in this one, will bear no signature and will be issued under the authority of the Chief, Regulations Control Staff.

d. Instruction Sheets for Notices and Handbooks

Instruction Sheets will not be issued with Notices having an early expiration date (see paragraph 6); they will be issued

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for other notices, and for each regulation and handbook. Handbooks will not be included in subsequent indices but will be indexed and arranged as the originating component finds useful.

5. General Information to be Included in Instruction Sheets.

It is believed issuances are of greatest value, both to the personnel who are regulated thereby and to the personnel who administer the subject with which the issuance is concerned, if the text of the issuance is short and clear, includes only material relating to the subject involved and, insofar as possible, does not include material concerning the issuance itself. The latter type of information, however, has certain value and is useful to an understanding of the issuance; such information however will be included in the accompanying Instruction Sheets. In the absence of provision to the contrary in any future issuance or any future Instruction Sheet, the following principles will apply for all future issuances.

a. Purpose

A brief statement of the purpose of the issuance will be contained in the Instruction Sheet and, generally, a synopsis will not be included in the issuance itself.

b. Approving Authority

The text of the issuance will not include the name and title of the approving or authenticating authority. Unless the accompanying Instruction Sheet provides that the issuance or a part of it was approved by the DCI, the issuance was approved by the DD/S

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c. Dates

(1) The effective date will be the date appearing in the lower corner of the issuance, unless a provision to the contrary appears in the text.

(2) The expiration date, if any, will appear at the top of the issuance sheet and in the Instruction Sheet.

d. Legal Basis

All issuances are issued pursuant to the National Security Act of 1947, as amended, and the Central Intelligence Act of 1949, as amended; therefore, citations to this effect will not be included in either the issuance or the accompanying Instruction Sheet. Additional legal authority may be cited in the Instruction Sheet, but not in the issuance itself. (When necessary or desirable for other purposes, mention of statutes, executive orders or other legal references may be included in texts of issuances.)

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e. Rescissions and Amendments

Generally, issuance pages will not include such provisions as "Rescissions: _____" or "_____ is hereby amended". The accompanying Instruction Sheet will name the rescissions and amendments brought about by the issuance and will include appropriate filing instructions to actually effect the amendment or rescission in the distributee's volume.

f. Distribution

Distribution of future issuances will be selective, as heretofore. However, it is intended that all Instruction Sheets will be distributed to all distributees [redacted]

[redacted] If, for security or other reasons, it becomes necessary to deviate from this rule and to limit distribution of a particular Instruction Sheet, the first Instruction Sheet issued thereafter will include a notation to this effect. Thus, the completeness and currency of all sets can always be determined by reference to the Instruction Sheets.

6. Notices Having Early Expiration Dates. In many cases, notices having early expiration dates are issued. These are in the nature of announcements -- personnel appointments, services available, reminders, holidays, and similar matters. Their purpose is to convey current information, not to set out continuing policy or procedures. These will be issued without Instruction Sheets, they should not be filed with the Notices referred to in paragraph 3 and are not a part of permanent regulatory material and will not be included in future indices. Those having no expiration date, or a date which is not early, will be filed and maintained as provided in paragraph 3 and will be accompanied by an Instruction Sheet.

7. DD/P. [redacted] Other Intra-Office Issuances. These issuances, authorized by [redacted] "Regulatory Issuances: Intra-Office", are not covered by the foregoing. Subject to [redacted] they are the responsibility of the issuing component. In the event of an inconsistency between any of them and any Agency issuance, the latter controls.

8. Filing Instructions. Filing instructions concerning issuances will be included in the accompanying Instruction Sheet and, in general, will be of two types:

a. Manual

These will instruct the file clerk to remove certain sheets and to replace with the attached sheets, which will be individually identified.

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b. Pen and Ink

These will instruct the file clerk to make certain changes by pen and ink. In a typical case, they would instruct the file clerk to draw through a named paragraph in a named issuance and to write in the margin "Rescinded" and the number and date of the instruction sheet which requires the action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. R. WHITE
Deputy Director
(Support)

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PERMANENT Headquarters Instruction Sheet No. 2

CIA Regulatory System

To All Distributees of Any Headquarters Issuance

1. Material Transmitted

Attached are revised pages of

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2. Nature of Revisions

The revision amends B. _____ to provide for a new component in the Office of the DD/I and outlines its mission.

3. Approving Authority

Paragraphs 6 and 7 were approved by the DCL.

4. Filing Instructions

Remove B. _____, _____ 1954.

Insert pages 1, 2, 3, 4, CHANGE B, _____ 1956.

5. Instruction Sheet No. 1

For general information, see Instruction Sheet No. 1, particularly paragraph 5.

6. Distribution

a. S. _____, TL.

b. This sheet, XY.

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